

MONROE COUNTY

JOB DESCRIPTION

Position Title: CHIEF ASST. COUNTY ATTORNEY

Date: 4/4/06

Position Level: 15

FLSA Status: Exempt

Class Code: 15-2

GENERAL DESCRIPTION

Primary functions are advising department heads and the County Administrator on legal issues; overseeing County Attorney's office operations when County Attorney is absent; overseeing litigation by outside counsel; litigating, and supervising litigation by in-house counsel.

KEY RESPONSIBILITIES

1. *Assistant to the County Attorney.
2. *Serves as Acting County Attorney in absence of County Attorney.
3. *Responsible for oversight of litigation by both in-house and outside counsel.
4. Attends meetings as necessary to provide legal counsel to BOCC, County administration and staff.
5. *Represents County in litigation.
6. *Responsible for supervision of drafting of ordinances, resolutions, and other official documents, particularly those changes which are prompted by issues in litigation.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: CHIEF ASST. COUNTY ATTORNEY	Class Code: 15-3	Position Level: 15
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Law Degree or equivalent doctoral degree required.
<i>Experience:</i>	Over 10 years.
<i>Impact of Actions:</i>	The position has primary responsibility for the long-range future of Monroe County and affects operation beyond the scope of Monroe County Government.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems. The position requires the ability to develop specialized knowledge in diverse areas of law.
<i>Decision Making:</i>	Multifacted: Supervision is present on a limited basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with County-wide policies.
<i>Communication with Others:</i>	Requires continuing internal and external contacts involving difficult formal negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations, and managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	Availability by telephone or electronic messaging during regular work week when out of office. In emergency situations, may be required to maintain constant communication with emergency personnel and/or respond to on-scene situation to provide legal guidance.
<i>Other:</i>	Minimum of ten years consecutive active membership in, and maintain membership in good standing with, the Florida Bar.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Attorney:</i>		
Name: <u>Suzanne A. Hutton</u>	Signature: 	Date: <u>4/6/06</u>
<i>Deputy County Administrator:</i>		
Name: <u>Debbie Frederick</u>	Signature: 	Date: <u>4/9/06</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____